



IC MEMORANDUM 10-16

TO: KEHP Insurance Coordinators

**FROM: Department of Employee Insurance (DEI)
Enrollment Information Branch**

RE: Update on the Dependent Eligibility Audit

DATE: April 16, 2010

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

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Kentucky Transportation Cabinet

Please review the following updates on the dependent eligibility audit.

Timeline

Kentucky Employees' Health Plan (KEHP) members were divided into two groups for the audit being conducted by Chapman Kelly, Inc.: Group 1) School Board Employees; Group 2) State Agencies, Retirees, and Quasi Agency Employees.

Group 1 is currently in the Verification Phase of the Audit and Group 2 is in the Amnesty Phase.

	Amnesty Phase	Verification Phase
Group 1	Completed	April 2 – May 28
Group 2	April 5 – April 23	April 26 – June 25

Termination Notices

Chapman Kelly will send a copy of the attached "Notice of Cancellation" to members when a dependent has been terminated from the plan because the dependent did not meet KEHP's eligibility criteria. The letter also contains an additional clarification of the eligibility rules and instructions for members to follow if they feel that a dependent was dropped in error during the Amnesty Phase.

Documentation

As part of the verification process, documentation will be required to validate the eligibility of each enrolled dependent.

When submitting documentation such as, marriage certificates and birth certificates, members should mark each document "Not for Official Use". This notation stipulates that the documents be used only for the purposes of verifying the eligibility of dependents. When submitting tax documentation, only the top portion of the tax form which includes the names of employee, spouse and any dependent children is required. **Members should "blacken-out" the social security number, as well as any income information.**



Additional Information

To provide additional information for ICs and members, we have included a link on KEHP's website related to the audit: <http://personnel.ky.gov/dei/devp.htm>.

Please encourage your members to contact Chapman Kelly directly with their questions and concerns about the audit. Chapman Kelly will notify KEHP if there are issues that need to be resolved.

Chapman Kelly:

Phone: (877) 223-8478

Fax: (888) 688-2036

Web: www.mydependentcheck.com/KEHP

If you have questions for KEHP, please call: (888) 581-8834.

